

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Computer Operator II	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	InformationTechnology	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-39/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under general direction of an assigned supervisor, operate a server-based computers and auxiliary equipment according to programmed instructions to meet the needs of students, staff, sites and departments; perform accurate file maintenance work; assist in providing clear work direction to assigned staff; communicate in a reasonable, timely manner with District and assigned personnel to resolve issues and provide operations services to meet the needs of the District.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Operate computers and auxiliary equipment including, servers, tape drives, optical scanners, printers, disk drives and other related equipment. *E*

Operate computer equipment for report preparation and distribution; ensure timely backup of information from servers, removal of tapes and disaster recovery as needed; read and interpret program instructions as needed to complete assigned projects. *E*

Clearly communicate in a reasonable, timely manner with District and school personnel to resolve operationsrelated problems in support of providing high quality services to sites and departments. *E*

Process a variety of production and test runs according to programmed sequential operations; download and/or upload data to support the efficient operation of the department; maintain disk and patch assigned operating system; assist in providing employee security access as needed. *E*

Set up and run computer tasks according to instructions; set up selected input and output components; upload and download files to external servers as assigned; monitor machine functions and program errors. *E*

Correct machine malfunctions and program errors in a reasonable, timely manner to ensure proper operation of equipment. *E*

Prepare reports from computer runs for distribution; maintain records of halts and their causes; consult with and advise supervisor of stops which cannot be resolved routinely to provide timely solutions or recommendations to meet the needs of the District. *E*

Change and label magnetic tapes; keep printer supplied with the correct type of paper and forms; label completed output; inspect and clean magnetic tape units. *E*

Perform bursting functions in a reasonable, timely manner. *E*

Lock and unlock gates and doors, secure site upon leaving and set security systems in a reasonable, timely manner for the safety of staff and the District's buildings and inventory. *E*

Provide instruction and direction to other operators as necessary.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of experience in the operation of computers.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper operation of the District's computers systems and peripheral equipment.
Operating a system utilized by the District.
Mainframe computer commands and functions.
Procedures to mount tapes and forms on the printer.
Methods of restoring the files and directories.
Methods of accurate record-keeping and office practices and procedures related to assigned duties.
Methods of providing work direction and guidance.
Principles of computer technology including operating systems and languages used by the District.
Proper care and maintenance of equipment.
Personal computer word processing.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Read and interpret computer processing instructions and other detailed and precise information.
Analyze and correct computer systems operations problems and malfunctions.
Operate data processing computers and peripheral equipment utilized by the District.
Communicate, understand and follow both oral and written directions effectively.
Assist and work cooperatively with others on the phone and in person.
Work independently and complete work with interruptions and minimal direction.
Plan, prioritize and schedule work to meet schedules and timelines.
Maintain and prepare reports.
Provide clear work direction to others.
Learn new or updated computer systems/software programs to apply to current work.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Computer department environment; exposure to constant noise from computer equipment operation; extended viewing of computer monitor; contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, standing for extended periods of time; hearing and seeing to observe and respond to computer malfunctions; lifting moderately heavy boxes; walking around the computer room; reaching overhead and above shoulders to retrieve forms; kneeling or crouching to mount paper; bending at the waist; dexterity to operate a computer and other office equipment.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions